

## Gallaudet Fact—

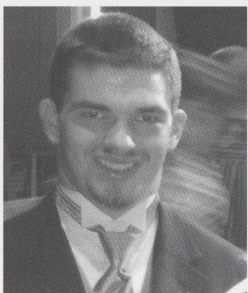
Q. Where did the sign for Laurent Clerc (an H hand on the cheek) come from?

Answer on page 2.

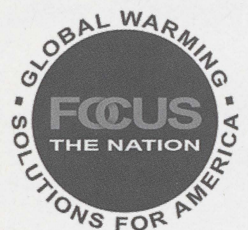


The group Nego Gato gave a performance of the Brazilian martial art form known as capoeira on February 7 in Foster Auditorium. Using capoeira, Nego Gato's website explains, "[enslaved Africans in Brazil] were able to practice their fighting techniques in full view of their oppressors. They became stronger and more accurate and were soon able to defeat an opponent with one well placed kick. When they saw a chance to escape, they took it. ... They often escaped to free villages built by their compatriots located in the hills of Brazil." Nego Gato uses capoeira not only as a form of entertainment but as a vehicle for education. Elements of music, fighting, dance, theater, history, and philosophy made Nego Gato's performance a perfect complement to the many other activities in Gallaudet's Black History Month celebration.

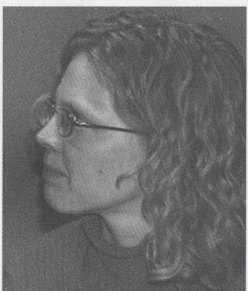
## IN THIS ISSUE



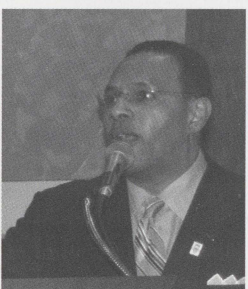
Mr. MSSD 2007 Mike Halloran at last year's competition in Texas.



Focus the Nation brings attention to global climate change.



Myra Yanke, outreach specialist for training and development at the Clerc Center, at Dr. Leonard Kelly's February 13 presentation about deaf readers' comprehension.



University of Maryland, Baltimore County, President Freeman Hrabowski, III shares his thoughts on the ongoing struggle for civil rights at the February 14 Board of Trustees Community Luncheon.

On the Green—A publication for Gallaudet faculty, teachers, and staff  
Gallaudet University • 800 Florida Avenue NE, Washington, DC 20002-3695

## Dr. Benjamin Soukup reports on the Board of Trustees' winter meeting on campus



Gallaudet welcomed four of its six newest trustees at the Board of Trustees' annual winter meeting on campus February 14 and 15. The new board members arrived a day early for orientation. Pictured (from left) are: Dr. Jorge L. Díaz-Herrera, Dr. Richard Ladner, Jeffrey L. Humber, Jr., and Dr. Lawrence R. Fleischer. To find out more about these gentlemen and all of the University's trustees, go to [bot.gallaudet.edu](http://bot.gallaudet.edu).

(Note: the following letter was emailed to the campus community on February 20 by Board of Trustees Chair Benjamin Soukup. Please note that a clarification to the letter has been made on the action item regarding tuition assistance eligibility. The five years of service refers to employees' families, not employees themselves.)

Dear Students, Faculty, Teachers, and Staff:

Last week, the Board of Trustees met for two extremely busy days. It was good to be back on campus, and I especially enjoyed the opportunity to discuss important issues including shared governance, strategic planning, and academic preparation with faculty and student leaders. I appreciate the work of many people across campus who prepared for this productive meeting.

I was pleased to welcome four new board members to the meeting and look forward to having two other members, Ms. Marlee Matlin and Mr. James Macfadden, join us in May. Regrettably, however, I shared the news that Mr. Chris Sullivan, board secretary, recently submitted his resignation from the board. He will be missed. Gallaudet was fortunate to have Chris share his

wisdom, insights, and expertise since becoming a trustee in 2003. Trustee Tom Humphries has graciously agreed to take over the duties of board secretary.

A highlight of the board meeting was welcoming Dr. Freeman Hrabowski, president of the University of Maryland, Baltimore County, as our luncheon speaker. His words on the ongoing struggle for civil rights were informative and inspirational. His message particularly resonates in February, when the nation celebrates Black History Month.

I want to take this time to share with you some of the action items that resulted from the board meeting. The trustees:

- Approved a FY 2008 operating budget in the amount of \$161,800,000.
- Approved a resolution giving authority to President Davila, Vice President/Treasurer Paul Kelly, and Assistant Treasurer William Hughes to make securities transactions on behalf of the University.

*continued on page 3*

## Diversity Action Plan kick-off spotlights key players and community dialogue process



Dr. Ann Powell, chair of the Biology Department and chair of the Diversity Team, explains her excitement about working with members of Gallaudet community on the Diversity Action Plan at the plan's kick-off meeting.

**A**t a large community gathering on January 31 to kick off the Gallaudet University Diversity Action Plan, President Davila and other speakers stressed that the plan will be driven by community involvement and consideration of diverse viewpoints. "We're moving on to a bright and new future and ... we're going to move forward together," Dr. Davila said.

The newly-created Diversity Team, made up of members selected from the University and the Clerc Center, will be instrumental in the process. Davila said the 14 members of this community advisory board and communication facilitating body "have great experience and knowledge and insights."

Another key will be the guidance of CBG Consultants, which specializes in multicultural organizational development and diversity training. CBG head Christine Clark said she and her colleagues look forward to this plan. Dr. Clark, who has been working with Gallaudet for several years, believes that Gallaudet is a unique place, with the kinds of people who make initiatives happen. "You don't want to leave once you start connecting with people at Gallaudet," Clark said. "It's a really extraordinary community of folks."

Building on Davila's Seven-Point Plan for Diversity, which is already in motion, the first phase of the Diversity Action Plan will involve gathering feedback through group and one-on-one interviews and email. The interviews will take place, by appointment, on February 29, March 28, and April 11, 18, and 25, 9 a.m.-noon and on Mondays, Wednesdays, and Thursdays 6-9 p.m. The experiences the campus community shares with the consultants will be organized into general "finding themes" and presented to the campus for discussion and feedback on May 1. (Anyone interested in participating in an individual or group interview can send an email to Christine Clark at [chriseclark@mac.com](mailto:chriseclark@mac.com)).

Taking these actions now is important, Davila said: "We need to put our money where our mouth is ... not only for us now, but those who will come after us."

More on the plan is available on the Gallaudet Diversity Action Plan website—[www.gallaudet.edu/diversity.xml](http://www.gallaudet.edu/diversity.xml). ■



## Clerc Center Happenings



Pictured (from left) are: Mr. MSSD 2007 Mike Halloran, Miss Deaf Teen America 2007 Bejo Goodridge, Mr. Deaf Teen America 2007 Brandon Mora (both from Texas School for the Deaf), and Miss MSSD 2007 Ariela Stein at last year's contest at Texas School for the Deaf, Austin.

## Mr./Miss Deaf Teen America Pageant: inspiring teens for 10 years

**M**SSD is hosting this year's Mr./Miss Deaf Teen America (DTA) Pageant, a popular event that gives teenagers ages 13 to 19 a venue to show their talents, test their leadership skills, and make new friends. It will be held at Theatre Malz on Saturday, March 8 at 7 p.m. The public is invited.

The pageant is celebrating its 10th year with the theme, "The Celestial Decade." Teenagers from schools and programs for deaf students across the United States will participate in this special event. "To be eligible for the contest, students must be from a mainstreamed program or school for the deaf, and must be deaf or hard of hearing," said Roberta Gage, the DTA coordinator for MSSD. "The contestants represent their school as good role models."

The participating schools this year are: California School for the Deaf-Riverside, Illinois School for the Deaf, Indiana School for the Deaf, Maryland School for the Deaf, Michigan School for the Deaf (whose entrants are sponsored by the Miss/Mr. Deaf Michigan Pageant Association), Western Pennsylvania

School for the Deaf, South Carolina School for the Deaf, Texas School for the Deaf, and the Model Secondary School for the Deaf.

"This national co-ed pageant is a great opportunity for the participants to display their talents, leadership skills, and intelligence, as well as their fellowship and congeniality," said Gage. "Not only will the students be able to develop these skills, they will also have the opportunity to network with other teenagers from across the country. They will have an educational, well-balanced, and fun experience while meeting new and old friends."

Tickets are on sale for \$15 in advance or \$20 at the door. The deadline for advance tickets is Friday, February 29. Checks or money orders can be made payable to MSSD Residence Education and should be mailed to Roberta Gage, DTA Coordinator at MSSD, 800 Florida Ave NE, Washington, DC 20002.

For more information about the DTA Pageant, visit [clerccenter.gallaudet.edu/DeafTeenAmerica](http://clerccenter.gallaudet.edu/DeafTeenAmerica) or email [roberta.gage@gallaudet.edu](mailto:roberta.gage@gallaudet.edu). ■

## Campus Calendar

### February

**29**—Diversity Action Plan group interview, 9 a.m.-noon, by appointment; American Red Cross Blood Drive, 9:30 a.m.-4 p.m., MSSD gym

### March

**3**—PFLAG monthly meeting, 7:30-9 p.m., HMB S135

**3-7**—Midterm week

**5**—Internship and job fair, sponsored by Career Center, noon-5 p.m., GUKCH; The Israeli/Palestinian Conflict: The Israeli Perspective (film showing), 4 p.m., JSAC 1011

**7**—The Israeli/Palestinian Conflict: The Israeli Perspective (presentation), noon, JSAC MPR

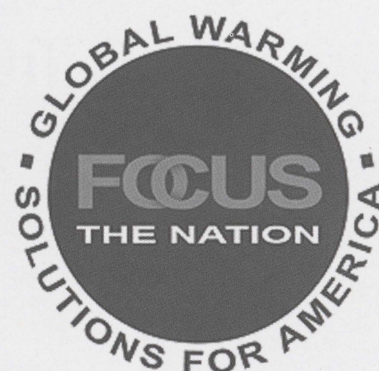
**10**—Deadline for faculty to submit midterm grades for undergraduate students; deadline for incomplete grades from fall semester

**12**—The Israeli/Palestinian Conflict: The Palestinian Perspective (film), 6:30 p.m., JSAC 1011

**14**—The Israeli/Palestinian Conflict: The Palestinian Perspective (presentation), noon, JSAC MPR

**17-21**—Spring break

## Focus the Nation brings attention to global climate change



**H**eralded by an unprecedented amount of discussion about carbon dioxide—and the presence of a large blue bus in front of Elstad Auditorium—Focus the Nation activities came to Gallaudet in January.

The student organization Green Gallaudet organized the activities, joining about 1,700 colleges, universities, high schools, middle schools, faith groups, civic organizations, and businesses nationwide to draw attention to global climate change. While most Focus the Nation programs took place only on January 31, Gallaudet's mushroomed into four days of lectures, panels, workshops, and other educational events. Prior to these activities, professors in the Faculty in Residence program worked with students to create bulletin boards with climate change themes.

"Gallaudet's attitude is pretty positive," said Green Gallaudet President Leala Holcomb, who is also a member of the D.C. Youth Environmental Alliance. She said that Focus the Nation is a good place to start putting good intentions into action.

Activities throughout the week showed many places to begin or continue a journey to environmentally-sound lifestyles. Presentations included an overview of current issues related to climate change by Dr. Caroline Solomon of the Biology Department; the presentation, "Environmental Ethics" from Dr. Teresa Burke of the Department of Philosophy and Religion; "Old Habits Die Easily: How Psychology Can Help Stop Climate Change" from Dr. Raylene Paludneviciene of the Psychology Department; and "An Inconvenient Truth" with Gallaudet alumnus, teacher, and certified Climate Project presenter Bradley Porsche.

Yogi Gwendolyn Roberts Francavillo, coordinator of Health and Wellness Programs, and reiki practitioner Colleen Shaw linked physical and spiritual activity to the green concepts. The big blue bus, a vegetable oil- and sun-powered vehicle that travels the country with a green message, demonstrated practical applications of alternative energy. And a Green Fair with businesses like Greater Goods and Green Pets showed the campus community environmentally friendly choices for the kinds of products they buy every day.

During a "green panel," members of the community observed that green attitudes and practices are already coming into play. Meloyde Batten-Mickens, executive director of Facilities and director of the Department of Public Safety (DPS), cited the environmentally friendly products Facilities is now purchasing and the

hybrid SUVs and ethanol-ready vehicles that DPS has added to its fleet.

Gary Aller, executive director of Business and Support Services, shared his plans. "If we can have the support of the students and the faculty and staff in these issues," Aller said, "we can really move forward." To this end, he shared his intentions to start an environmental committee and interview candidates for an environmental intern position.

Mickey Fields, director of Facilities, said he is working to achieve a gold level LEED environmental certification for the Sorenson Language and Communication Center, among other efforts. "We're always trying to save money and be green," Fields said.

"I'm thrilled to see the passion and energy around this issue," said Leah Katz-Hernandez, representing the Student Body Government. Katz-Hernandez hopes to make future SBG events more gentle on the changing climate. "I am very proud of the students for making [Focus the Nation] a reality," she added.

Gallaudet had the distinction of holding the only Focus the Nation program in both ASL and English. The lectures, panels, and workshops were all open to deaf, hard or hearing, and hearing audiences at Gallaudet and in the community. ■

### Gallaudet Fact—

**A:** The sign for Laurent Clerc is said to have originated with one of Clerc's physical characteristics—a scar on his cheek.

## ON THE GREEN

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Trustee Pamela Lloyd-Ogoke (right) visits "Intermediate Photography", taught by professor Johnston Grindstaff (left). This was one of several classes that Board of Trustees members were able to see during their winter meeting.

## Dr. Soukup's trustees report

*continued from page 1*

- Approved revisions to the policy in the Administration and Operations Manual regarding tuition assistance to state that the five-year minimum an employee must work at Gallaudet to be eligible for tuition assistance for their families may be cumulative—rather than continuous—years of service. The board also approved the use of tuition assistance money for off-campus housing.
- Approved the appointment of three new Board of Associates members—Jameson Crane, Jr., senior vice president of Portfolio Management, Crane Group Company; Thomas Kearney, partner and chief financial officer at Moran and Company and senior vice president at RMK Management Company; and Kearney's wife, Susan Kearney, a former graphic designer at Scott Foresman and Company.

During the meeting, it was also announced that the University has reached its \$31 million goal in The Campaign for Gallaudet to build the James Lee Sorenson Language and Communication Center and to fund the new I. King Jordan Chair in Leadership. This is the University's second capital campaign, and both times we have been successful, thanks to the support of our alumni, students, faculty, staff and friends of Gallaudet. This achievement is surely something we can all share great pride in.

In my report at the February 15 board meeting, I recognized the hard work of

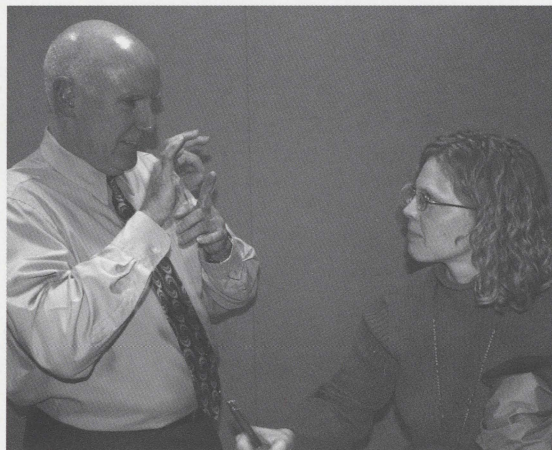
those members of the community who served on the Task Force to Review the Presidential Search. The valuable information gathered by this task force will be used as we begin our preliminary discussions on the next presidential search. I want to extend a personal appreciation to each task force member: Board of Trustees representatives Cheryl Heppner (co-chair) and Pamela Lloyd Ogoke; Board of Associates representative James Payne; administrative representative Jon Mitchiner; faculty representatives William Sloboda (co-chair), Dr. Amy Wilson, and Dr. Nancy Kensicki (retired); Clerc Center representative Dorothy Wynne; staff representative Steven Titlebaum; Student Body Government representative Noah Beckman; Graduate Student Association representative Alesia Howard; and alumni representative Mike Kaika.

The board is committed to designing a search that will involve the community in every step of the way. I want to add, however, that due to the University's current focus on moving beyond accreditation issues, and because of President Davila's sound leadership in moving Gallaudet forward as an exemplary institution of higher learning, the search for the next president will not be starting for some time.

I look forward to our May meeting and celebrating commencement with the Gallaudet community, especially the Class of 2008.

Sincerely,

Ben Soukup  
Chair



Following his February 13 presentation examining research on skills that can affect deaf readers' word recognition and, thus, their reading comprehension, Dr. Leonard Kelly discusses the topic with Myra Yanke, outreach specialist for training and development at the Clerc Center. Kelly and Dr. Dragana Barac-Cikoja, research scientists with the Gallaudet Research Institute, looked at what is known about deaf readers' knowledge of the relationship between the printed letters of words and the phonemes—the distinctive sounds—of spoken English. Kelly also discussed the existing research on deaf

readers' knowledge of English orthography—that is, their visual sensitivity to letter patterns, which can aid in word recognition. Subjects in the reported studies included young deaf readers, as well as adults; those who are relatively unskilled, as well as those who are skilled. Their main conclusion was that any approach meant to help the word recognition of deaf readers should be visually based rather than sound-based. Kelly said he and Barac-Cikoja will next conduct a study to determine whether an approach that focuses on morphology—dividing words into meaningful parts—is an effective method for developing reading skills in deaf learners.

## Notes from Personnel

### December

#### Service awards

##### Five years:

**Travis Imel**, program manager, Campus Life; **Ronald Petrocchi**, assistant supervisor of community policing, Public Safety

##### Ten years:

**Sean Hourihan**, senior media engineer, Academic Computing and Engineering

##### Fifteen years:

**James Akridge**, coordinator/project director, Office of Students with Disabilities; **Barbara Kelley**, administrative secretary, Provost's Office

##### Twenty years:

**Stephanie Marshall**, interim manager, Student Services

##### Twenty-five years:

**Michael Easterly**, lead finisher, Maintenance Services

#### New employees

**Curtis Blake**, driver, Transportation; **Mary Dakim**, assistant English as a second language trainer, English Language Institute; **Ryan Hite**, head track coach/football assistant coach/public relations coordinator, Athletics; **Shanon Price**, secretary, National Science Foundation Science Learning Center; **Tami Santimyer**, English teacher, MSSD

#### Promotions

**Simon Guteng**, director of the Leadership Institute and Professional Studies, College of Professional Studies and Outreach; **Laurie Miskovsky**, degree compliance auditor, Registrar; **Michael Olson**, archives preservation specialist, Library

#### Retirements

**Susan Harrington**, Gallaudet Interpreting Service; **Paul Singletary**, Graduate School and Professional Programs

### January

#### Service Awards

##### Five years:

**Erick Brown**, staff residential assistant, Residence Life; **Stephen Kimble**, interpreter I, Gallaudet Interpreting Service; **Patricia Parker**, supervisor of storeroom/central distributing facilities; **Jamie Yost**, interpreter III, Gallaudet Interpreting Service

##### Ten years:

**Mary Thumann**, instructor, master of arts in interpreting internship coordinator, Interpretation

##### Twenty years:

**Jean Bergey**, outreach liaison and History Through Deaf Eyes director, College of Professional Studies and Outreach

##### Twenty-five years:

**Carla Hanyzewski**, coordinator of public input, Research and Program Evaluation, Clerc Center; **Janice Johnson**, coordinator of assessment, Office of Assessment; **Susan Traxler**, Help Desk analyst, Information Technology Services

##### Thirty years:

**Judy Berglund**, special assistant to the provost, Provost's Office

#### New employees

**Chantal Bergeron**, residential educator, Residence Education; **Jeremy Brunson**, instructor, Sociology; **Jeffrey DeMarco**, technical support specialist, Admissions; **Michael Deninger**, interim dean, Office of the Dean, Clerc Center; **Christina Dowdy**, teacher, Office of the KDES Principal; **Amy Lanasa**, interpreter II, Gallaudet Interpreting Service; **Erin Land**, learning specialist, Office of the KDES Principal; **Lisa Montalvo**, school counselor, Student Services; **Robert Parkinson**, math teacher, MSSD Departments; **Antonios Ploussiou**, first class engineer, Utilities Services; **Suzanne Rosen Singleton**, ombuds, Provost's Office; **John Spinosi**, residential night assistant, Residence Education

#### Promotions

**Richard Baker**, exchange administrator, Information Technology Services; **Touria Boren**, program specialist, Multicultural Student Programs; **Kim Craig**, scheduling supervisor, Gallaudet Interpreting Service; **Oscar Ocuto**, coordinator of marketing, media, and sports information, Athletics

#### Retirements

**Karen Dickerson**, Counseling; **Thomas Harrington**, Library; **Robert Johnson**, Gallaudet Research Institute; **Thomas Jones**, Education



## Letter from the President

### Dr. Davila praises civil rights message

Dear Campus Community:

University of Maryland, Baltimore County (UMBC), President Freeman Hrabowski, III shared his thoughts on the ongoing struggle for civil rights at the February 14 Board of Trustees Community Luncheon.

Dr. Hrabowski is well positioned to give his opinions on the topic. A native of Birmingham, Ala., he grew up in the midst of the civil rights struggle, hearing leaders such as Dr. Martin Luther King Jr. and Fred Shuttlesworth speak. One of the defining moments in Dr. Hrabowski's life was when he saw other black students denied entrance to the University of Alabama. He explained vividly how he watched an incensed George Wallace, state governor, rage before television cameras with an oath that black people would only be allowed into the university "over my dead body." He also saw his community bombed, burned, and his people spat on, knocked down by blasts of water from powerful fire hoses, and even lynched; but all of this only strengthened his resolve to succeed in spite of racism.

Dr. Hrabowski emphasized that education is the key to succeeding, and an important part of education is to have a campus where open exchange of ideas takes place. I too believe that it is important to foster an environment where people can say what they truly think. We are starting to use the intergroup dialogue model here on campus, and the Diversity Team that I have appointed is there to listen to the dialogues that unfold. Allowing our community to speak candidly is the best way to discover and confront prejudices and assumptions, and to foster respect of all people and ideas.

The words of Dr. Hrabowski, an inspiring man with an inspiring message, particularly resonate in February, the month when the United States celebrates black history. This recognition of the contributions of America's black citizens—and every other race and nationality—serves as a reminder that their positive influence on the country should be valued not for only one month, but carried throughout the year to promote civil rights and respect for all groups and ideas.

I am committed to the work of maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences, and I want us to take a moment to step back and think about where we are as a community, where we want to go, and how we can take Dr. Hrabowski's message to heart.

I look forward to hearing your ideas.

Sincerely,

Robert R. Davila, President

## Priority Research Fund grant awards for 2008-09 announced

**P**riority Research Funds are awarded annually to faculty, teachers, and staff at Gallaudet and the Clerc Center for high-caliber projects on selected research priorities.

The Gallaudet Research Institute (GRI) is pleased to announce that the following scholars have been awarded a grant to support their research during 2008-09.

### New grants

- "Developing a Theoretical Framework for Sign Language Assessment Tests," Paul Dudis, Linguistics; Raylene Paludneviciene, Psychology; Peter Hauser, Rochester Institute of Technology
- "Perception of Phonological Structure in ASL," Gaurav Mathur, Linguistics
- "Guessing Games: The Effect of Morpho-Graphemic Organization on Word Attack Skills," Diane Clark, Educational Foundations and Research

### Continuing grants

- "Effects of Bilingualism on Word Order and Information packaging in ASL," Deborah Chen-Pichler, Linguistics
- "Motivations and Goals of Owners, Managers, and Counselors of Planned Recreational (Summer/Weekend) Programs for Deaf and Hard of Hearing Children," Gina Oliva, Physical Education and Recreation
- "Investigating Interactive Interpreting," Cynthia Roy, Melanie Metzger, Interpretation

To review the abstracts of these studies, go to [research.gallaudet.edu/Priority/gri08\\_abstracts.html](http://research.gallaudet.edu/Priority/gri08_abstracts.html); to access the list of Gallaudet's research priorities, go to [research.gallaudet.edu/priorities.php](http://research.gallaudet.edu/priorities.php)

The next deadline for submitting proposals to the Priority Research Fund is June 15 (with research to begin October 1). For an application, go to [research.gallaudet.edu/Funding](http://research.gallaudet.edu/Funding)

For more information, contact [charles.reilly@gallaudet.edu](mailto:charles.reilly@gallaudet.edu) or [senda.benaissa@gallaudet.edu](mailto:senda.benaissa@gallaudet.edu), or stop by GRI, HMB South, fourth floor. ■



Dr. Freeman Hrabowski, III



CLAST Interim Dean Isaac Agboola recognizes Dr. Barry Bergen, chair of the Department of Government and History, for 15 years of service to the University, and Dr. Ann Powell, chair of the Biology Department, for 30 years of service.

## 'Daily Digest' editors address questions and misconceptions

Since September 2006, *Daily Digest* has served as Gallaudet's primary online source for daily announcements of news and upcoming events, as well as off-campus activities of interest to the University community.

Although change is rarely embraced wholeheartedly, the campus has steadily come to rely on and utilize *Digest*. Its members have also, for the most part, adapted to the method of submitting their announcements requests.

However, a few minor problems and misconceptions with the submission and posting processes persist. Listed here are the recurring situations and suggestions on how to avoid them. Following this advice will ensure that an announcement gets maximum visibility with a minimum of confusion.

- **Choose your dates carefully and stick to the five-day limit.** Five postings is the limit for any one announcement to run. This is because a campus-wide survey showed that readers' biggest gripe was announcements that ran many times. However, some creative individuals are submitting the same announcement several times—occasionally with slight variations, each with five dates attached. Please help us acknowledge the readership's desire and stick with the five-date limit.
- **Figure on your announcement appearing only once in "Today's Announcements."** Some people ask for their announcement to remain under the "Today's Announcements" heading rather than have it appear in "Previous Postings" after the initial appearance. Like running an announcement more than five times, this also cannot be done. Having a section for new announcements helps regular readers see the new announcements at a glance, and those who have missed a day or two of can catch up by referring to the "Previous Postings." To help ensure the maximum visibility for an announcement, also fill out the form for Calendar events, which will automatically move the posting to "Today's Events" on the *Digest* page.
- **Allow at least one business day for us to process your submission.** When selecting dates on the submission form to post an announcement, please remember that it takes at least a day for the announcement to be reviewed and approved. In other words, if you submit an announcement on February 26, it can't start running on the same day, so be sure you schedule it to begin on February 27 or later.
- **Get IRB approval for announcements involving research subjects.** Announcements that seek participants for research surveys must contain the statement that the research project has been approved by Gallaudet's Institutional Review Board (IRB) before it can be posted.
- **Upload your attachments.** *Digest* cannot attach posters or other documents to announcements as you would attach them to an email. The submitter must create a link on my.gallaudet (also known as GDOC or BlackBoard). Instructions for doing this are on the submission form. Submitters are not limited to documents in my.gallaudet. They may also provide a URL for a website or a document uploaded elsewhere. The only requirement is that the additional information (attachment) be available at a Web address.
- **Submit early to be first.** Announcements cannot be posted in a particular order. Announcements appear in the order they were submitted and approved, and unfortunately the content management system does not allow for prioritizing. The *Daily Digest* editor makes an effort to write eye-catching headlines and summaries to make each announcement stand out, regardless of its placement.
- **Remember the deadline.** The official deadline to submit an announcement for the following day is 2 p.m., Monday through Friday. The *Digest* editor may occasionally check and approve announcements later in the day, but the official time to submit is always 2 p.m.
- **Note your audience.** Unlike in the past, where the submitter could choose faculty, staff, or student audiences, at present, all announcements go to the entire campus community. In the meantime, until the submission form can be updated to reflect this change, check any box for audience. If you do not want your announcement going to a certain audience, consider sending it another way.
- **Double-check to be sure information is complete.** The fundamentals of news reporting—who, what, when, where, why, and how—generally apply to writing an announcement. It's essential that the audience know not only the nature of the event itself, but its date, time, and location, names and titles of presenters, admission charges or other fees, and additional information that will be helpful to the reader. ■